

Folders in Outlook

Create a Folder

Your inbox contains many messages; it would be easier to find messages if they were stored in an organized manner. Creating folders will accomplish this. To create a folder:

1. On the **New Mail** button, click the drop-down arrow. A drop-down menu is displayed.
2. From the drop-down menu, choose **Folder** to display the **Create New Folder** dialog box.
3. In the **Name** text box, enter the name of the folder.
4. In the **Select Where to Place The Folder** list box, select the location where you want to create the folder.
5. Click **OK**.

Move Messages to a Folder

When messages arrive in your inbox, you can move a message to a folder you have created (this is a way to organize and save messages that you'll need longer than 90 days):

1. Select the message you want to move.
2. Click **Edit** → **Move To Folder** button (a drop-down list displays).
3. Select the folder.
4. To confirm that the message has been moved, select the folder in the Navigation Pane.

Copy Message to a Folder

You might receive a message that contains information on more than one subject. You can copy that email to another folder so that the information is stored in multiple folders with the same information.

1. Select the message you want to copy.
2. Choose **Edit** → **Copy**.
3. Select the folder where you want to copy the message.
4. Choose **Edit** → **Paste**.

Delete a Folder

1. Select the folder you want to delete.
2. Click the **Delete** button.
3. In the message box, click **Yes** to confirm the deletion of the selected folder.